



1. Set up MLA format for a short paper. Use 12 pt. Times New Roman font.
 - a. Create a HEADING (should appear on every page).
 - i. In MS Word, go to the INSERT tab and click HEADER.
 - ii. Select "Edit Header" (near the bottom).
 - iii. Click on PAGE NUMBER, select TOP OF THE PAGE, and choose the option that puts the page number in the top right corner (usually "Plain Number 3).
 - iv. The cursor will appear in front of the number. Type your last name here and a space before the number—nothing else.
 1. This group essay is unique. Type your last names in alphabetical order with commas after all but the last name. Between the penultimate and last name, use an ampersand (&) not the word "and."
EXAMPLE: **Bishop, Faulkner, Fitzgerald, & Steinbeck 1**
 - v. Click CLOSE HEADER and you're good to go!
 - b. Double-space everything (including the information in the top left corner).
 - i. Do NOT put any extra spaces between paragraphs.
 1. MS Word default settings usually add spaces before and/or after paragraphs. **You have to change this.** Select the HOME tab and look at the PARAGRAPH options. Set your spacing in one of these two ways:
 - a. Click the icon that looks like this
 Select "2.0" and be sure the two options at the bottom say REMOVE space before/after the paragraph.
 - b. Click the arrow (bottom right corner)  on the PARAGRAPH box. Under the INDENTS AND SPACING tab, find the LINE SPACING option. Set it at "double" and be sure to check the box that says "Don't add space between paragraphs of the same style."
 - ii. Instead, indent new paragraphs (hit TAB).
 - c. Set your margins to 1" (under PAGE LAYOUT, choose NORMAL).
 - d. Put this information on the top left side of the paper (first page only).

Your Name(s)
Professor/Teacher's name
Name of the course (include the period for high school)
Date in this format: XX (date) Month XXXX (year). NO commas. **(27 May 2016)**
 - e. Hit "Enter" (only once!) then type the title of your paper, centered. The title should be capitalized as any title is (no capitals for prepositions or articles). Do NOT underline, italicize, use quotation marks, bold, or otherwise mark the title. NOTE: If you refer to the title of another work in your own title, punctuate it as you normally would
EXAMPLES: **Fitzgerald's Judgment: Scathing Satire in *The Great Gatsby***
Contrast in Ferlinghetti's "The World is a Wonderful Place"
 - f. Hit "Enter" (only once!), indent, and begin typing your essay.
 2. Type your rough draft.
 3. Revisit your ideas—use the criteria on the rubric under CONTENT to evaluate your work. Change what needs changing.
 4. The next step in revision would be to check your organization. If you have kept the intro, topic sentences, and conclusion I gave you (something I recommend you do) then you have no revision to do here.
 5. Look at the rubric criteria for STYLE and go as far as you can in this revision. (When there are five minutes remaining in class, move on to number six, even if you have not made it through all of step five.)
 6. Now that you have made your changes in content and style, check mechanics and grammar (see the rubric).
 7. Print it, staple the rubric to the back of the essay (facing up), and turn it in.

The Great Gatsby
F. Scott Fitzgerald

A. CONTENT

1. Poses an intriguing and unique thesis
2. Essay adheres to subject as defined by the thesis
3. Presents concrete, specific details and examples
4. Expresses analysis of examples through commentary
5. Develops original ideas and in-depth analysis
6. Reveals accurate, complete interpretations

/30

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B. ORGANIZATION

1. Interesting title that reflects the thesis
2. Fully developed paragraphs & Clear topic sentences
3. Engaging introduction
4. Strong, natural, meaningful transitions
5. Momentum in arrangement of ideas
6. Conclusion which synthesizes main ideas of the essay

15/15

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C. STYLE (Syntax & Diction)

1. Variety in sentence length and structure
2. Fluent sentences & Complex sentence structure
3. Quotes are meaningful, concise, and fluently incorporated
4. Quotes follow rules of MLA one-source documentation
5. Extensive vocabulary— right word at the right time
6. Predominantly active verbs
7. Formal diction (no clichés, jargon, slang, “dead” words, 1st/2nd person, etc.)
8. Economical writing

/28

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Two additional
quotes required.

D. MECHANICS & GRAMMAR

1. Spelling
2. Punctuation
3. Subject-verb agreement
4. Pronoun-antecedent agreement & clarity
5. Consistent verb tense & Parallelism
6. No fragments/run-ons
7. Format, as assigned

/14

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TOTAL POINTS

/87